

CIP Committee Meeting Minutes

April 18, 2017

- 1. Attending:** Judge Myren, Corey Brubakken, Virgena Wieseler, Dr. Becky Guffin, Kate Kelley, Vicki Burger, and Sara Kelly
- 2. Meeting Minutes:**
Approved, spelling correction made to Virgena Wieseler name.
- 3. Conference Update:**
Sara Kelly reported -
 - a. Venues: are set for Hilton Garden Inn, Rapid City, September 19 and Sioux Falls Convention Center, Sioux Falls, September 21.
 - b. Speakers: contracts are signed for the keynote (Tonier Cain), afternoon session (Jerry Moe), and wrap up speaker (Morris Morrison). Sara Kelly is working with the drug task force groups from Rapid City and Sioux Falls to present over the noon hour.
 - c. Books: all of the books are order and stored at the Capital. 350 books are in stock, will order more if needed.
 - d. Art Work: Sara asked if the committee wanted to add the artwork from a foster child to the book bag again, the committee agreed to do so. Virgena will talk to the Young Voices group to get artwork.
 - e. Email Blast: Sara passed around options for the “save the date” document that will be attached to the email blast. The committee approved the larger framed document. The email blast will go out after May 1st; the plan is to have the registration page open May 1st.
 - f. Changes to the agenda: This year’s conference will have a luncheon for attendees, instead of a breakfast bar. The plan is to have the drug task force to present over the noon hour. Sara said she hasn’t heard from the Sioux Falls drug task force contact Nate Leuning, Vicki Burger stated she will send Sara his contact information.
- 4. Possible Future Funding:**
Sara Kelly reported she has started an application to the Bush Foundation for training grant funds. The request will have to come through the Northern Hills CASA program, for the 501 c 3, non-profit status. Kate Kelley stated she will look for some training funds through National CASA. Sara and Kate will work together on funding.

5. CASA MOUs:

- a. Any changes, additions: No changes to the MOU were noted. The committee decided the best flow for signatures is for Sara Kelly to send each CASA program director their MOU, the program director will sign it, get the presiding judges signature and mail the MOU back to Sara. Sara will send them to Virgena for the final signature. Sara will keep a copy and send the originals to the CASA director for their records.

6. Update on Abuse and Neglect (A&N) to Guardianship (GDN):

Sara Kelly stated the clerks of court send the annual letter to all pending GDN cases. Sara will track the annual number of A&N cases that go to GDN. The clerk's procedure manual is in the midst of updating and Sara will work with that committee to have the procedure on case flow properly executed.

7. Data Collection and Reporting:

- a. Case file review report: Sara Kelly shared the 2017 case file review summary report. Sara asked for other items to track for the next case file review. The committee would like to see items such as, type of abuse, drug or alcohol related, type of drug related, total number of kids in care during the period under review, the breakdown of the number of kids in care from each judicial circuit, the number of petitions filed for termination of parental rights (TPR), of the petitions to TPR how many finalized a TPR and the average time to TPR, number of requests to transfer to tribal court and of those requests the number transferred or denied – if denied, why, the number of continuances and why continued and who requested the continuation, the number of cases that are appealed and the result of the appeal, and the number of criminal cases that stem from an A&N.

8. DSS Updates:

Virgena Wieseler reported on the Child and Family Services Review (federal review). Over all the department did well, they had a strength finding in six of the seven systemic factors. The department is planning to streamline documentation for staff to free up time for services.

The department is also conducting permanency audits in each office to drill down the reason for delay in permanency.

With the changes to the Indian Child Welfare Act, the department revised the ICWA Affidavit. Virgena handed out a copy of the affidavit and asked if it could be added to the SD Guidelines for Child Abuse and Neglect Cases (aka – Green Book). Sara Kelly commented the Green Book should be looked at as a whole for updates; the last revision was in 2014. The committee agreed it would be good for a small group to meet and review the entire book. Sara will organize future

meetings to work on the changes. Judge Myren suggested a legal intern to assist with this project. Sara will talk to Suzi Star and ask for an intern. Judge Myren also recommended having a comprehensive A&N training at a judicial conference. Sara Kelly will talk to Denise Wilson, Judicial Branch Educator, about this.

The department is also looking at future training assistance to enhance representation of children. Sara Kelly stated she has started to work on survey questions for attorneys and planned on finalizing the survey questions with the team traveling to Denver in May for the annual CIP meeting. Judge Myren suggested limiting the survey to the attorneys that have certified with the A&N training. Virgena stated she can get a list of attorneys that are assigned to the cases. Sara Kelly stated she will get a list of attorneys from the state bar for the most recent contact information.

9. Annual CIP Meeting:

Sara Kelly reported the annual CIP meeting will be held regionally this year and region six and eight will meet in Denver, CO, May 18 & 19. The overall theme for the meeting is cross-system collaboration, data exchange, change management and federal policies. The team of five consists of, Virgena Wieseler, Vicki Burger, Lisa Fleming, Roxie Erickson, and Sara Kelly.

10. Other Business:

- a. USD-Center for Child Maltreatment: Sara Kelly stated she plans to contact the newly hired director of the child maltreatment center, Carrie Gonsor Sanderson in an effort to inform her of the CIP and possible future collaboration. The committee recommended Sara to ask Carrie to be part of the CIP Committee.
- b. Next Meeting: A conference call for CIP Basic Grant awards is needed; the grants are due May 5, 2017. Sara will send out a Doodle Poll and set a date and time that works for most.
- c. SD CASA Commission meeting – April 26, 2017: Sara noted the change in date, due to a scheduling conflict with commissioners. Sara asked the committee members to let her know if they plan to attend the April 26th meeting and she will forward the grant applications and attachments.